



State of Arizona  
Department of Education

**Tom Horne**  
Superintendent of  
Public Instruction

**CN SFSP # 02-09**

MEMORANDUM

---

**To:** Summer Food Service Program Administrators

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

Leonora Renda, Nutrition Program Director  
Arizona Department of Education, School Health & Nutrition Programs

**Date:** January 30, 2009

**RE:** 2009 Summer Food Service Program Application

---

*Original Signed*

It is that time again to begin completing your Summer Food Service Program (SFSP) application. Local Educational Agencies (LEAs) have the option of administering the Simplified SFSP or the Seamless Summer Option. All other organizations, i.e. private non-profits and camps, must administer the Simplified SFSP. The SFSP online applications are currently available for submission through the CNP web system. Both the Seamless and Simplified online applications **MUST** be completed and approved prior to the start of meal service. The Arizona Department of Education (ADE) will notify sponsors by e-mail once site and sponsor applications have been approved online.

- **The SFSP applications, required trainings and checklist items are due by Friday, April 24, 2009 if you wish to receive commodities.** Remember, if you are not sure which sites will be operating a summer program, you may always add or drop them at a later date. It is important that we receive applications on time in order to properly distribute commodities. No exceptions will be made.
- **The SFSP applications, required trainings and checklist items are due by Wednesday, May 20, 2009 for those who do not wish to receive commodities.**

Please *carefully* read the application instructions in this memo along with the Summer Food Service Program Web User Guide, which can be found at: [www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Default.asp](http://www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Default.asp). The SFSP Web User Guide provides detailed instructions for completing the online applications. In order for ADE to best promote your programs through outreach, please submit applications as early as possible.

All application forms must be submitted to Michelle Roberts at 1535 West Jefferson Street, Bin #7, Phoenix, Arizona 85007.

Workshops will be offered throughout the months of March and April. Please visit our website at [www.ade.az.gov/health-safety/cnp/sfp](http://www.ade.az.gov/health-safety/cnp/sfp) for dates, times, and locations. You must register for workshops online at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration).

Please note it will be **REQUIRED** for all sponsors to attend training if they intend to operate the Simplified SFSP or the Seamless Summer Option for the first time. A new sponsor will not be approved to operate the program unless they attend a training workshop. This includes sponsors who are switching from the Seamless program to the Simplified program and vice versa.

Seamless and Simplified sponsors who will be administering a meal program at multiple unaffiliated sites (i.e., at recreation programs or vacation Bible schools), **MUST** enter into an agreement with the site supervisor or responsible site official. The agreement should list, in specific terms, the responsibilities of the site supervisor for the food service program, which will make it easier for the site supervisor to understand his/her duties. However, the agreement does not relieve the sponsor of final administrative and financial responsibility for operating the SFSP at the site, including its responsibility to maintain contact with meal service staff, ensure that there is adequately trained meal service staff on site, and monitor site operations. A sample Sponsor/Site Agreement form can be found at: <http://www.azed.gov/health-safety/cnp/sfp/Operating/SFPForms/>.

To request a reimbursement advance for start up costs, please contact Lori Bassett at 602-542-8782. All requests must be made prior to serving meals for the month an advance is needed.

## **SIMPLIFIED SUMMER FOOD SERVICE PROGRAM**

**New Simplified Sponsors:** New sponsors will need to complete the following:  
(New sponsors are considered any LEA who has not operated the SFSP Simplified program.)

1. Complete a Food Service Agreement which can be downloaded from the SFSP website: [www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Simplified.asp](http://www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Simplified.asp). You must send **two original** documents with signatures to the Health and Nutrition Services unit for processing. If you are a school operating the National School Lunch Program (NSLP) and your NSLP Food Service Agreement (FSA) indicates participation in the SFSP you DO NOT need to send in a new FSA. If the original NSLP FSA does not indicate participation in the SFSP you must send **two original** documents with signatures to the Health and Nutrition Services unit for processing. Please allow at least two weeks from receipt of documents for ADE to process the FSA.
2. Attend CNP Web Based training if access to CNP Web is required for anyone needing a new username and password. You must register online for these trainings at: [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration). After training, complete and submit a CNP Web User Security Agreement to obtain a username and password for the SFSP online application system if the sponsor does not have one already. This form can be found at: <http://www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Simplified.asp>.
3. Attend a SFSP Training workshop. Training is **REQUIRED** for any sponsor who intends to operate the Simplified SFSP for the first time. You must register online for these trainings at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration).

4. Complete the 2009 Simplified SFSP Site and Sponsor online applications. The Simplified SFSP applications may be found on the Child Nutrition Program (CNP) common logon website: [www.ade.az.gov/commonlogon/](http://www.ade.az.gov/commonlogon/). Instructions for completing the online application may be found in the SFSP Web User Guide. Be sure that all sites participating in the SFSP program are completed and submitted online. If a site is not found online, please contact Michelle Roberts at 602-542-8724 to have it added prior to completing the applications.
5. Complete and submit the SFSP sponsor application agreement, free and reduced-price policy statement (**two originals**), civil rights pre-award compliance form, state of Arizona substitute W-9 form, food distribution delivery form, public release, and health department letters. These forms can be found at: [www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Simplified.asp](http://www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Simplified.asp).  
Note: Online applications cannot be approved until the hard copy documents are received and approved.

### **Returning Simplified Sponsors**

1. Sponsors who did not submit a new Permanent Food Service Agreement as of July 2008 are required to do so in order to operate the SFSP. See Step 1 above.
2. Complete Steps 3-5 above.

SFSP training is not mandatory for returning sponsors; however, it is highly recommended. New staff are encouraged to attend. You may register online for these trainings at: [www.ade.az.gov/online/registration](http://www.ade.az.gov/online/registration).

### **SEAMLESS SUMMER FOOD OPTION**

**New Seamless Sponsors:** New sponsors will need to complete the following:  
(New sponsors are considered any LEA who has not operated the SFSP Seamless program.)

1. Complete a Food Service Agreement which can be downloaded from the SFSP website: [www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/seamless.asp](http://www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/seamless.asp). If your NSLP FSA indicates participation in the SFSP you DO NOT need to send in a new FSA. If the FSA does not indicate participation in the SFSP you must send **two original** documents with signatures to the Health and Nutrition Services unit for processing. Please allow at least two weeks from receipt of documents for ADE to process the FSA.
2. SFSP training workshop is REQUIRED for NEW Seamless sponsors. You must register online for these trainings at [www.ade.az.gov/online/registration](http://www.ade.az.gov/online/registration).
3. Attend CNP Web Based training if access to CNP Web is required for anyone needing a new username and password. You must register online for these trainings at: [www.ade.az.gov/online/registration](http://www.ade.az.gov/online/registration). After training, complete and submit a CNP Web User Security Agreement to obtain a username and password for the SFSP online application system if the sponsor does not have one already. This form can be found at: <http://www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Simplified.asp>.

4. Complete the 2009 SFSP Site and Sponsor on-line applications. You must indicate within the Sponsor application that you are applying for the Seamless Summer Option. The Seamless Summer Option applications may be found on the Child Nutrition Program (CNP) common logon website: [www.ade.az.gov/commonlogon/](http://www.ade.az.gov/commonlogon/). Instructions for completing the online application may be found in the SFSP Web User Guide. Be sure that all sites participating in the SFSP program are completed and submitted online. If a site is not found online, please contact Michelle Roberts at 602-542-8725 to have it added prior to completing the application.
5. Read, complete and submit Seamless Summer Option Agreement and Conditions form. This form can be found at: [www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/seamless.asp](http://www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/seamless.asp).  
PLEASE NOTE: Faxed copies of the agreement will not be accepted for approval.

#### **Returning Seamless Sponsors:**

1. Complete Steps 4-5 above.

SFSP training is not mandatory for returning sponsors; however, it is highly recommended. New staff are encouraged to attend. You may register online for these trainings at: [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration).

If you have any questions or need assistance navigating the SFSP website, please contact your assigned specialist or:

#### **Summer Food Service Program Team**

|  |                |
|--|----------------|
| Lori Bassett, RD, Summer Food Program Coordinator: | (602) 542-8782 |
| Michelle Roberts, Program Project Specialist:      | (602) 542-8725 |
| Mary Soto, Administrative Assistant:               | (602) 364-0718 |

#### **Food Distribution Team**

|  |                |
|--|----------------|
| Tina Herzog, Food Distribution Director:       | (602) 542-8781 |
| Dawn Irvine, Commodities Program Specialist:   | (602) 364-0714 |
| Leona Benally, Commodities Program Specialist: | (602) 364-1965 |

We are looking forward to working with each of you to make this a successful year for summer food.